

**Authorization Balance:**

**Beginning Authorization** - Reflects the prior year ending balance of Federal Authorization plus any additional authorizations approved during the current fiscal year.

**Receipts** - This field reflects federal receipts at the SCO 44 account level for GLs 1115, and 1140. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

**Net Authorization** - Beginning Authorization less Receipts.

**Cash (SCO 44 Level)**

**Beginning Balance** - The prior year ending cash balance for the SCO 44 Account at the start of the fiscal reporting period.

**Receipts** - This field reflects federal receipts at the SCO 44 account level for GLs 1115, and 1140. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

**Transfers Out** - This field reflects all transfers (shown as a negative amount) from the SCO 44 Account to appropriations. Transfers from appropriations back to the SCO 44 Account are added to this field as positive amounts.

**Ending Balance** - This shows the balance of cash in the SCO 44 Account. Determined by summarizing the Beginning Balance (+,-), Receipts (+) And Transfers-Out (-) fields.

**Document Shadow File**

The Document Shadow File inquiry screen may be accessed by entering **H.4** on any Command line. The Document Shadow File is one of the two shadow files that are available for online inquiry, but no trial posting occurs during the day. It provides detailed data about each document maintained in the department's Document File. In addition, the Document File may be accessed during financial transaction entry to retrieve the data and populate the transaction. An example of the screen is illustrated below.

```

9990 H.4: Document                                09-01-2008 11:15 AM

DOCUMENT SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START)
ORG CODE: 9990 DOCUMENT NO: 10765500 00 FFY: 05 GL ACCT: 6150 SECTION: 00
APPN SYMBOL: 028 PROGRAM: 10 ELEMENT: 00 COMPONENT: 000 TASK: 000
FUND: 6022 FUND DETAIL: 00 FUND SOURCE: B METHOD: 2 CATEGORY: 0 OBJECT: 00
OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 101 CHARACTER: 2 ENACT YR: 03
INDEX: 0550 PCA NO: 19849 PCA ACTIVITY: PROJECT: WORK PHASE:
CATEGORY: 6 OBJECT: 61 OBJECT DETAIL: 702 AGENCY OBJECT: 01 FUND DETAIL:
SOURCE: AGENCY SOURCE: SUBSIDIARY ACCOUNT:
DOC DATE: DUE DATE: LAST PROCESS DATE: 06/08/08
VENDOR NO: 9999999999 99 VENDOR NAME: CITY OF ENCINITAS

DOCUMENT AMOUNT:      CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
ADJUSTMENT AMOUNT:      814,000.00+      814,000.00+      814,000.00+
LIQUIDATION AMOUNT:      0.00+      0.00+      0.00+
COLLECTION/PMT AMT:      705,118.00-      705,118.00-      705,118.00-
BALANCE:      578,871.00-      578,871.00-      578,871.00-
      108,882.00+      108,882.00+      108,882.00+

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit  Hist      Bkwrdr Frwrdr      Main

```

The financial fields displayed on the Document Shadow File Inquiry screen are:

**Document Amount** - The original established document amount.

**Adjustment Amount** - The net amount of any increases or decreases made to the original document due to Purchase Estimate or contract changes, etc.

**Liquidation Amount** - The net reductions made to the document amount due to payments or collections.

**Collection/Payment Amount** - The total disbursement or receipt amount.

#### F4 Document History Search

The Document History Search feature allows department to research transaction information related to a Document File record. After a Document File record is retrieved in the Document Shadow File Inquiry screen, pressing the **F4=Hist** key will initiate a search for transaction(s) in the Online History File (Online HY) using the Document Number/Suffix and other key data element as the search key.

There are four interactive online screens associated with the Document History Search feature:

- ✧ The **Document History Search Pop-up** screen is used to specify the Fiscal Period from which to retrieve Online History File data.
- ✧ The **Document Inquiry Transaction Listing** screen displays the retrieved Online History record(s).

- ✱ The **History Detail** screen displays all Online History File data for a single transaction.
- ✱ The **Print Option** screen gives departments an option to generate a printed report or an electronic report file.

### Document History Search Pop-up Screen

This screen is used to specify Fiscal Period search parameters. If the Fiscal Period fields are populated, the search for the History records will be based on the specified Fiscal Period. If the Fiscal Period field is left blank, the Create Date and the Last Process Date of the document are used to determine the Fiscal Period(s) to search for the History records.

The Document History Search pop-up screen will appear as shown below:

9990 H.4: Document
04-30-2008 09:46 AM

DOCUMENT SHADOW FILE INQUIRY

ENTER FUNCTION: \_ (S=START)

ORG CODE: 9990 DOCUMENT NBR: AMERIC32 11 FFY: 07 GLAN: 6150 SECTION: 00

APPN SYMBOL: 171 PROGRAM: 11 ELEMENT: 15 COMPONENT: 000 TASK: 000

FUND: 0890 FUND DETAIL: 00 FUND SOURCE: F METHOD: 1 CATEGORY: 0 OBJECT: 00

OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 101 CHARACTER: 1 ENACT YR: 07

INDEX: PCA NO: 00177 PCA ACTIVITY: PROJECT: 171000 WORK PHASE: 00

CATEGORY: 6 OBJECT: 61 OBJECT DETAIL: 706 AGENCY OBJECT: FUND DETAIL:

SOURCE: AGENCY SOURCE: SUBSIDIARY ACCOUNT:

DOC DATE: 10/25/07 DUE DATE: LAST PROCESS DATE: 04/11/08

VENDOR NO: 0000005010 00 VENDOR NAME: BAY AREA COMMUNITY RESOURCES

CURRENT MONTH PRIOR MONTH PRIOR YEAR

Document History Search

SEARCH PERIOD (FM, FY) FROM: MM YYYY TO: MM YYYY

If the search period is left blank, a search will be performed  
from the Create Date to the Last Process Date of the Document.

Press Enter to submit the request, or F2 to cancel

After the Search Periods are specified, pressing the **Enter** key will initiate the Document History search. If the transaction(s) for the Document is found, the transaction(s) is displayed in the Document Inquiry Transaction Listing Screen.

**NOTE:** If the Document record being searched has a record create date that is older than the transactions stored in the Online HY, the search result may not represent the entire history of the Document. The transactions stored in the Online HY are for the current fiscal year and two prior fiscal years.

### Document Inquiry Transaction Listing Screen

The Document Inquiry Transactions Listing screens display the transaction(s) selected from the search. There are two versions of the Document Inquiry Transaction Listing screen. One version displays transactions for General Ledger Account Number (GLAN) 6150 Document. The other version displays transactions

for a Non-GLAN 6150 Document. There are three sub-screens which display the data information of the selected transactions. **F10** and **F11** are used to scroll right and left, i.e. from sub-screen **1** to **2** to **3** and back. **F7** and **F8** are used to scroll up and down if multiple pages of transactions are selected.

The Listing screens for GLAN 6150 are shown below:

## Document Inquiry Transaction Listing Screen 1 (GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 1                                04-30-2008 09:46 AM
                                           MORE=>
DOCUMENT/S: AMERIC32 11  FFY: 2007  GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

  FISCAL  ----- BATCH ID -----
F MO  YR   DATE   TP  NBR  SEQ  D TC  R M  TRANSACTION AMOUNT  DOCUMENT AMOUNT
- - - - -
_ 04 2007 10-25-07 07 010    1   211          1,193,336.00+    1,193,336.00+
_ 07 2007 01-11-08 07 023    1   232          88,032.01-      88,032.01-
_ 09 2007 04-11-08 07 002    2   232          1,000,000.00-    1,105,303.99-
                                     F

DOCUMENT/S TOTAL AMERIC32 11  NUMBER OF ENTRIES = 3                                0.00+
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Select Quit                Dtail Print Bkwr'd Frwr'd Clear Left  Right Main

```

## Document Inquiry Transaction Listing Screen 2 (GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 2                                04-30-2008 09:46 AM
                                           <=MORE=>
DOCUMENT/S: AMERIC32 11 FFY: 2007 GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

----- BATCH ID -----
F   DATE    TP NBR  SEQ D  INDX   PCA   OD AO   PROJ/WP  SUBSIDRY  CHK NBR/
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - SCHEDULE
- _ 10-25-07 07 010    1   1000 00177 706   171000 00
- _ 01-11-08 07 023    1   1000 00177 706   171000 00      1111111
- _ 04-11-08 07 002    2   1000 00177 706   171000 00      4444444

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
       Help  Retrn Quit           Dtail Print Bkwrd Frwrd Clear Left Right Main

```

## Document Inquiry Transaction Listing Screen 3 (GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 3          04-30-2008 09:46 AM
                                                         <=MORE
DOCUMENT/S: AMERIC32 11  FFY: 2007  GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

----- BATCH ID -----
F  DATE   TP NBR  SEQ  D   VENDOR/S      LOC DEPOSIT  APPN  FUND  FD
----- -- -- -- -- -- -- -- -- -- --
_ 10-25-07 07 010    1   0000005010 00          171   0890
_ 01-11-08 07 023    1   0000005010 00          171   0890
_ 04-11-08 07 002    2   0000005010 00          171   0890

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit      Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```

Notice the GLAN 6150 Listing Screen 1 displays both "Transaction Amount" and "Document Amount". The reason to display both amounts is when posting a transaction that liquidates GLAN 6150 encumbrance documents with the **F** modifier, the system closes the document and automatically brings the balance of the document to zero. The liquidation amount (the Document Amount) to bring the balance of the document to zero may be different than the amount entered on the transaction (the Transaction Amount).

The Non-GLAN 6150 Listing screens are shown below:

### Document Inquiry Transaction Listing Screen 1 (non-GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 1          07-07-2008 10:08 AM
                                                    MORE=>
DOCUMENT/S: RE-12345 00  FFY: 2007  GLAN: 3730  UNCLEARED COLLECTIONS

Enter a 'P' in the F column to mark a transaction for print

  FISCAL  ----- BATCH ID -----
F MO  YR      DATE    TP NBR  SEQ  D TC  R M INDX  PCA  OD  AO TRANSACTION AMOUNT
-----
_ 11 2007 05-08-08 07 010      1   108                                160,625.00-
_ 01 2008 07-06-08 07 023      1   289                                160,625.00+

DOCUMENT/S TOTAL FISHGAME 00  NUMBER OF ENTRIES = 2                                0.00+
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail Print Bkwrд Frwrд Clear Left  Right Main

```

### Document Inquiry Transaction Listing Screen 2 (non-GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 2          07-07-2008 10:08 AM
                                                    <=MORE=>
DOCUMENT/S: RE-12345 00  FFY: 2007  GLAN: 3730  UNCLEARED COLLECTIONS

Enter a 'P' in the F column to mark a transaction for print

  ----- BATCH ID -----
F  DATE    TP NBR  SEQ  D  SOURCE AS  PROJ/WP  SUBSIDRY  CHK NBR/
-----
_ 05-08-08 07 010      1  ----- --  ----- --  -----
_ 07-06-08 07 023      1  ----- --  ----- --  -----
                                                    075-111111

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail Print Bkwrд Frwrд Clear Left  Right Main

```

## Document Inquiry Transaction Listing Screen 3 (non-GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 3          07-07-2008 10:08 AM
                                                         <=MORE
DOCUMENT/S: RE-12345 00  FFY: 2007  GLAN: 3730  UNCLEARED COLLECTIONS

Enter a 'P' in the F column to mark a transaction for print

----- BATCH ID -----
F  DATE   TP NBR  SEQ  D   VENDOR/S   LOC DEPOSIT   APPN  FUND  FD
-----
_  05-08-08 07 010    1           123 0123456789      0001
_  07-06-08 07 023    1

```

Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Retrn Quit Dtail Print Bkwrdr Frwrdr Clear Left Right Main

Specific features of the Transaction Listing screen include:

- ✧ Selected records are sorted by Fiscal Period, then by Batch ID. The Batch ID remains on every screen as a reference point when scrolling right/left of the transaction.
- ✧ A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the system will stop the search and display the first 700 selected records. A warning will display to inform the user that the search did not go through the entire Online History File.
- ✧ A History Detail screen is available to display a specific transaction in detail. The History Detail screen is accessed by placing the cursor anywhere on the transaction line and pressing **F5=Dtail**. The History Detail screen is discussed below.
- ✧ Specific transactions can be selected for printing. Selection is accomplished by keying a **P** in the **F** Function column and pressing **F6=Print** to initiate the Print function. A sample of the Document History Detail Report (CSIS04-1) is illustrated in Exhibit VII-1.

When researching Office Revolving Fund (Fund 0998) or Uncleared Collection (GLAN 3730) documents, the search result may contain transactions with different FFYs. FFY is ignored for Revolving Fund and Uncleared Collections because the document maybe rolled forward to a new fiscal year as part of the YEO process. Refer to Vol. 2, Chapter IV-OC Organization Control Table UNCLR COLL FFY and ORF FFY indicators for additional information.

## History Detail Screen

The History Detail screen displays all Online History file data for the selected transaction. This screen can be accessed by positioning a cursor on a transaction in the Transaction Listing screen and presses the **F5=Dtail** key.

A sample of the History Detail screen is shown below:

```

9990 History Detail                                     11-02-2008 02:11 PM

FISCAL PERIOD: 09 2007
BATCH DATE: 03 10 2008  TYPE: 04  NUMBER: 034 SEQ NBR: 2 DUP: 0
SCHEDULE: 0061365          POSTING DATE: 03-16-2008

TC      : 232          MODIFIER :          FFY      : 2007
REF DOC/S: AMERIF32 11  VENDOR/S > 0000008088 00 RPI      :
INVOICE  : #7 FEB 05    DOC DATE : 01-01-2008    CUR DOC/S: C
INDEX    >              OBJ DTL/AO: 706          PCA      > 00178
AMOUNT   :              63,549.43 REVERSE :          PROJ/WP > 171000 00
LC DPOSIT:              SOURCE/AS :          CHECK    :
APPN SYM > 171          FUND SRC  : F            FUND/DTL : 0890
METHOD   : 1           BUD SEQ   :          SUBSIDRY :
GLAN     :             DUE DATE  :          PCA ACTY  :
LOCATION   :             MULTI PUR :
VEND INFO> KERN CNTY SUPERINTE OF SCHOOLS

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      Main
  
```

**F7=Bkwrdr** and **F8=Frwrdr** keys are used to scroll through the transactions as they appeared in the Transaction Listing screen.

## Print Options Screen

The Print Options screen is displayed when the **F6=Print** key is pressed from the Transaction Listing screen. A Print Options screen is shown below.

```

                                Print Options

Print Option(s): Select 1 option with an 'X'

  _ Print transactions marked with a 'P' only
  _ Print all transactions

Output Option(s): Select 1 option with 'S'

  _ Report File Only
    Report File: CS9990.CSIS04-1.CSCSPRT.D2090308.T0951369
  _ Printer Output and Report File
    Printer ID: CTP2 Report Class: A Report ID: ROH1
    Report File: CS9990.CSIS04-1.CSCSPRT.D2090308.T0951369

Press Enter to submit the request, or F2 to cancel
  
```



This screen is used to request the Document History Detail Report (CSIS04-1). See Exhibit VII-1 for an illustration of the Document History Detail Report (CSIS04-1). When the Print Options screen is displayed:

- Enter **X** in one of the following two options:
  - \_ Print transaction marked with a 'P' only
  - \_ Print all transactions
- Enter **S** in one of the following two options:
  - \_ Report File Only  
Immediately generates an electronic report file of the Document History Detail Report (CSIS04-1)
  - \_ Printer Output and Report File  
Immediately generates an electronic report file of the CSIS04-1 Report **and** ROPES to an agency printer (queue ROH1)

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

Exhibit VII-1  
Document History Detail Report (CSIS04-1)

```
CSIS04-1 *****
                                CALSTARS ANALYST TEST ORG
                                CALSTARS ONLINE DOCUMENT HISTORY SELECTION CRITERIA REPORT
11/01/2008 (HH:MM) *****
                                                                ***** ORG NUMBER: 9801
                                                                ORG PAGE: 2
                                                                RUN PAGE: 2
```

REQUESTOR: CSCSPRT

ONLINE DOCUMENT HISTORY SELECTION CRITERIA

FISCAL PERIOD FROM: TO:

DOCUMENT/S: A-004-02 00	FFY : 2008	GLAN : 6150	APPN SYM: 999
FUND/FD : 0001	FUND SOURCE: D	METHOD : 1	SOURCE : 000000
PROGRAM : 00	ELEMENT : 00	COMPONENT: 000	TASK : 000
SECTION : 00	CATEGORY : 0	OBJECT : 00	OBJ DTL : 000
REFERENCE : 001	CREATE DATE: 03-25-2008		

NUMBER OF RECORDS MEETING SELECTION CRITERIA: 4  
NUMBER OF RECORDS SELECTED FOR PRINT : 4

Exhibit VII-1 (Continued)  
Document History Detail Report (CSIS04-1)

```

CSIS04-1 ***** CALSTARS ANALYST TEST ORG ***** ORG NUMBER: 9801
                  CALSTARS ONLINE HISTORY DETAIL REPORT ORG PAGE: 2
11/01/2008 (10:37) ***** RUN PAGE: 2 *****

```

DOCUMENT/S : A-004-03 00	FFY : 2005	ENACT YEAR : 2005	GLAN : 6150	SECTION: 00
APPN SYM : 010	FUND : 0001	FUND DETAIL: 00	FUND SOURCE : D	METHOD : 1
REFERENCE : 601	PROGRAM: : 00	ELEMENT : 00	COMPONENT : 000	TASK : 000
CHARACTER : 00	CATEGORY : 0	OBJECT : 00	OBJECT DETAIL: 00	SOURCE : 0000
CREATE DATE: 03-25-2005	LAST PROC DATE: 06-25-2008			

FM FYR BATCH DATE TY NBR SEQ D TC R MOD SCHED										DOCUMENT AMOUNT	ADJUSTMENT AMOUNT	LIQUIDATION AMOUNT	COLL/PMT AMOUNT	
INDX	OD	AO	PCA	CUR	DOC/S	DOC	DATE	PROJ	WP					
INVOICE			RPI	REF	DOC/S	SOURCE	AS	SUBSIDRY						
VENDOR/S			VENDOR NAME											
LC	DEP/CHECK		DUE	DATE	ACTY	LOCATION	MULTI	PUR						
09	2005	03-25-2006	03	032	00004	0	211				1,106.84+			
9600	244	10	96000	A-004-03	00	03-01-2005	GND	FND	00					
0000000695 01 XEROX														
10	2005	04-06-2006	04	942	00004	0	232		0030942			418.49-	418.49-	
9600	244	10	96000			04-01-2005	GND	FND	00					
001753534														
A-004-03 00														
0000000695 01 XEROX														
11	2005	05-27-2006	04	122	00028	0	232		0031122			49.82-	49.82-	
9600	244	10	96000			05-01-2005	GND	FND	00					
002646530														
A-004-03 00														
0000000695 01 XEROX														
12	2007	06-25-2008	03	327	00007	0	213				49.82-			
9600	244	10	96000			06-21-2005	GEN	FND	00					
A-004-03 00														
0000000695 01 XEROX														
TOTAL											1,106.84+	49.82-	468.31-	468.31-

## Grant Project Shadow File

Grant project status information is provided through two Grant Project Shadow File Inquiry screens which are accessed by entering **H.5** on any Command line. These screens are the:

- ★ Grant Project Detail Shadow File Inquiry screen
- ★ Grant Project Summary Shadow File Inquiry screen

### Grant Project Detail Shadow File Inquiry Screen

```

9990 H.5: Grant Project                                     11-23-2008 07:33 AM

GRANT PROJECT DETAIL SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START, T=SUMMARY)
ORG CODE: 9990 PROJECT NO: 829000 WORK PHASE: 01 PCA NO: 00000 FUND: 0890
FUND DETAIL: 00 FUND SOURCE: F CATEGORY: 3 OBJECT: 25 OBJECT DETAIL: 382
AGENCY OBJECT: 01 SOURCE: 000000 AGENCY SOURCE: 00 VENDOR ID: 0000000000 00
PROJECT START DATE: 08/15/08 PROJECT END DATE: 08/31/10 DT FUND LEVEL IND:
LAST PROCESS DATE: 09/18/08

CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
BUDGET ALLOW COSTS: 74,584.53+      74,584.53+      74,584.53+
BUDGET OTHER COSTS: 0.00+           0.00+           0.00+
EXPENDITURES:       0.00+           0.00+           0.00+
ENCUMBRANCES:       0.00+           0.00+           0.00+
AVAILABLE BUDGET:   74,584.53+      74,584.53+      74,584.53+

ESTIMATED RECEIPTS: 0.00+           0.00+           0.00+
ACTUAL RECEIPTS:    0.00+           0.00+           0.00+
ADVANCES:           0.00+           0.00+           0.00+

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      Main

```

The Grant Project Detail Shadow File Inquiry screen allows inquiry of detail records in the Grant Project Shadow File by Project, Work Phase, PCA and the other data elements in the key as shown on the screen.

**Budget Allowable Costs** - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

**Budget Other Costs** - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

**Expenditures** - The sum of cash expenditures and accrued expenditures charged.

**Encumbrances** - The total amount of encumbrances charged.

**Available Budget** - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), and Encumbrances (-).

**Estimated Receipts** - The budgeted amount of funds to be received.

**Actual Receipts** - The actual amount of funds received.

**Advances** - The net amount of Advances made to and received from entities.

### Grant Project Summary Shadow File Inquiry Screen

```

9990 Grant Project                                     11-23-2008 07:36 AM

GRANT PROJECT SUMMARY SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START, T=DETAIL)
ORG CODE: 9990 PROJECT NO: 829000 WORK PHASE: 01 FEDERAL CATALOG NO: 66463111

CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
BUDGET ALLOW COSTS:      0.00+      0.00+      0.00+
BUDGET OTHER COSTS:      0.00+      0.00+      0.00+
EXPENDITURES:      96,993.53+      96,993.53+      96,952.68+
ENCUMBRANCES:      0.00+      0.00+      0.00+
ADVANCES DISB:      0.00+      0.00+      0.00+
AVAILABLE BUDGET:      96,993.53+      96,993.53+      96,952.68+

ESTIMATED RECEIPTS:      0.00+      0.00+      0.00+
ACTUAL RECEIPTS:      96,952.68-      96,952.68-      45,322.98-
ADVANCES RECEIPTS:      0.00+      0.00+      0.00+
CASH BALANCE:      40.85+      40.85+      51,629.70+
AUTHORIZED AVAIL:      96,952.68-      96,952.68-      45,322.98-
NUMBER OF RECORDS SUMMARIZED: 33
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                        Bkwrdr Frwrdr                        Main

```

From the Grant Project Detail Shadow File Inquiry screen, key Function **T** and press the **Enter** key to display the Grant Project Summary Shadow File Inquiry screen. The Grant Project Summary Shadow File Inquiry screen provides inquiry into a grant or project summary by Project, Work Phase and Federal Catalog Number, where applicable. Grant Project information shown on this screen is summarized for the Project and Work Phase entered without regard to other key information. Both the Summary and Detail screens may be scrolled using the **F7** and **F8** keys.

To return to the Grant Project Detail Shadow File Inquiry screen, key Function **T** on the Grant Project Summary Shadow File Inquiry Screen and press the **Enter** key.

**Budget Allowable Costs** - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

**Budget Other Costs** - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

**Expenditures** - Represents the sum of cash expenditures and accrued expenditures charged.

**Encumbrances** - The total amount of encumbrances charged.

**Advances Disbursed** - The amount of Advances made to other entities.

**Available Budget** - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), Encumbrances (-) and Advances Disbursed (-).

**Estimated Receipts** - The budgeted amount of funds to be received.

**Actual Receipts** - The actual amount of funds received.

**Advances Receipts** - The amount of Advances received from other entities.

**Cash Balance** - The sum of Expenditures (+), Actual Receipts (-), and Advances Receipts (-).

**Authorized Available** - The sum of the Budget Allowable Costs (-) and Budget Other Costs (-) minus the sum of Actual Receipts (-) and Advances Receipts (-).

**Number of Records Summarized** - The number of records summarized to create the summary record.

### History Shadow File

The Online History File (Online HY) is a condensed version of the complete History File available through Command **G.2**-Request File Copy. The Online HY is available for inquiry using Command **H.6**-History Inquiry. This feature allows agencies to research transaction information by specifying search parameters that include batch and accounting transaction coding information. A list of the data fields contained in the Online HY is shown in Exhibit VII-2.

The ability to access, view and input search data, and print Online HY file information is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

General features of the Online HY include:

- ✦ Daily updates as part of the nightly system update process.
- ✦ Excludes Header Records but includes History File transactions with zero amounts.

EXHIBIT VII-2  
LIST OF FIELDS IN THE ONLINE HY FILE

ORG	REF-DOC-NBR
BATCH-DATE	REF-DOC-NBR-SFX
BATCH-TYPE	INV-NBR (Invoice Number)
BATCH-NBR	CLAIM-SCHED-NBR
BATCH-SEQ-NBR	AGENCY-ACCT-NBR (Checking Account)
DUP-REC-IND	CHECK-SEQ-NBR (Check Number)
TRANS-CODE	APPN-SYM
MOD (Modifier)	FUND
REVERSE	FUND-DTL
FFY	FUND-SRC (Fund Source)
FYR (Fiscal Year)	METH (Method)
FMO (Fiscal Month)	FUND-CNTL-OVRD (Fund Control Override)
TRANS-AMT (Transaction Amount)	PROC-DATE (Posting Date)
INDX (Index)	VEND-ID (Vendor Number)
OBJ-DTL (Object Detail)	VEND-ID-SFX
AGCY-OBJ	VEND-NAME
PCA	VEND-ADDR1
PCA-ACTY (PCA Activity)	VEND-ADDR2
SOURCE	VEND-ADDR3
AGCY-SRC (Agency Source)	VEND-CITY
PROJ (Project)	VEND-FCNTRY (Foreign Country)
WORK-PHASE	VEND-STATE
INPUT-GLAN	VEND-ZIP
GLAN-GROUP ( <i>occurs 4 times</i> )	IRS-IND (Reportable Payments Indicator)
GLAN-DB	NET-AMT (Net Amount)
GLAN-CR	BUD-SEQ (Budget Sequence)
SUBSID-ACCT-NBR (Subsidiary)	MULTI-PURPOSE
LOC (Location)	DUE-DATE
DOC-DATE	LC-DPOSIT (Location Deposit Number)
CUR-DOC-NBR	FED-CATLG-SCO-PROJ-NBR (Federal Catalog Number)
CUR-DOC-NBR-SFX	

- ✧ Saves search transactions until any selection field is changed or the Online HY function is exited.
- ✧ Displays a confirmation window when **F2=Retrn** is pressed to avoid accidentally losing the last search data.
- ✧ Contains history records for all available years by fiscal month (FM01 to FM13). After year-end roll (June 30) and before completion of the Year-End Open (YEO) process, the Online HY includes activity for the newly opened fiscal year and the previous 3 fiscal years. Online HY activity for the oldest fiscal year is purged as part of the YEO process.

There are four interactive online screens associated with the Online History File Inquiry feature (Command **H.6**):

- ✧ The **History Inquiry-Selection** screen is used to specify search criteria to retrieve specific History File data.
- ✧ The retrieved data is listed on the **History Inquiry Transaction Listing** screen.
- ✧ Individual selected records may be viewed in more detail on the **History Detail** screen.
- ✧ The **History Inquiry Interrupt** screen appears each time the history search reads 50,000 transactions. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated. Additional options are provided each time this screen appears.

All selected Online HY transactions may be:

- ✧ Printed as a report at the agency's printer.
- ✧ Used to create a report file for use with software such as Monarch.

Each of the four Online HY screens is described below.

### **History Inquiry - Selection Screen**

This screen is used to enter search criteria for specific transactions. It is important to narrow the scope of the search by entering specific data in the selection criteria fields. Please refer to the cost savings guidelines on the next page.

A sample of the History Inquiry - Selection screen is shown below.



```

9990 H.6 History Inquiry - Selection                                11-23-2008 11:28 AM

TRANSACTIONS: AGENCY ENTERED (Y/N) Y      SYSTEM GENERATED (Y/N) N
FISCAL PERIOD (FM,FY) FROM: MM YYYY TO: MM YYYY
MAXIMUM TRANSACTIONS TO VIEW (Optional - cannot be more than 700): 700

Enter at least 1 additional selection field below and press PF4
FOR FASTER, LOWER-COST SEARCHES, INCLUDE 1 OR MORE HIGHLIGHTED FIELDS.

BATCH DATE FROM: MM DD YYYY TO: MM DD YYYY TYPE:   NBR:   SEQ:  
SCHEDULE :  
TC :   FFY :   REFDOC /S:  
VENDOR/S >   CURDOC /S:   INDEX >  
OBJDTL /AO>   PCA >   AMOUNT :  
REVERSE :   PROJ/WP >   LC DPOSIT:  
SOURCE/AS :   CHECK :   APPN SYM >  
FUND/DTL/S:   BUD SEQ :   INVOICE :  
SUBSIDRY :   FED CAT :   MULTIPUR :  
GLAN :  

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Srch                                Clear Main

```

### Cost Savings Guidelines

To avoid costly, time consuming searches, use the following guidelines when specifying search criteria on the History Inquiry – Selection screen (Command **H.6**):

- ✧ Do **not** include both Agency Entered and System Generated transactions in the same search.
- ✧ Specify the shortest Fiscal Period (FM, FY) range possible for the particular search (i.e. smallest number of fiscal months and fiscal years to be searched).
- ✧ Specify a Batch Date whenever possible or specify "From" and "To" Batch Dates when appropriate.
- ✧ Use a Maximum Transactions To View value to limit the number of expected results (between 1 and 700 transactions).
- ✧ Include at least one of the following file key fields in the search request: Check Number; Current Document Number; Reference Document Number; Claim Schedule Number; Vendor Number/Suffix; Project/Work Phase; PCA; Index; Object Detail, and/or Multipurpose Code.
- ✧ Stop the search and reanalyze the search criteria if the History Inquiry Interrupt screen appears after searching 50,000 or more transactions and no transactions are found that meet the search criteria. Provide additional information or change the existing search criteria.

## History Inquiry Selection Screen Features

The **F1=Help** key is available for fields that display a > after the field name. This feature functions the same on all screens where **F1=Help** is available. Refer to Volume 1, Chapter IX, for a complete discussion of the **F1=Help** feature.

A wildcard feature is also available on the History Inquiry Selection screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in most fields, but is **not** allowed in the TC, Reverse, FFY, GLAN, and Amount fields.

**Example:** If the first number of an Index code begins with 1 and the remaining digits are unknown, **1\*\*\*** may be entered in the index field. All records containing an Index code beginning with 1 would be retrieved.

## Entering Information on the History Inquiry Selection Screen

Specify Online HY Selection data fields using the following criteria:

**Transactions** - Indicates if 'Agency Entered' (default - **Y**), 'System Generated' (default - **N**), or both types of transactions are to be selected. Select one or both types of transactions.

**Y**-Yes - Select these transactions

**N**-No - Do not select these transactions.

**NOTE:** For this selection, TC 360 and TC 361 (from the Warrant Write process), and TC 362 (from the automated CD102 process) are considered agency-entered transactions.

**Fiscal Period** - The fiscal periods are defined by **MM** (Fiscal Month: **01 - 13**) and **YYYY** (Fiscal Year; e.g., **2002**).

**From** - Specify a single (FM) fiscal period by using only this field; e.g., use **01 2002** for all July transactions of fiscal year 2002/2003. If searching multiple fiscal months, specify the oldest (FM) fiscal period in this field.

**To** - Specify the ending (FM) fiscal period when searching multiple fiscal months; e.g. use **03 2002** to include all transactions up through FM period September of fiscal year 2002/2003.

There is no restriction on the number of fiscal months to be searched. However, specifying a broad search period (multiple months or years) may result in unmanageable results as well as higher agency costs. Records older than 3 fiscal years are no longer available after the YEO process. An error message is issued if the fiscal period entered is not available or the fiscal period field(s) is incomplete.

**Maximum Transactions To View** (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

In addition to the criteria discussed above, at least one additional selection field must be populated before initiating a search. Some of the available selection fields are described below.

**Batch Date** – The Batch Date may be entered in the 'BATCH DATE FROM' field to search history records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.

**Batch Type** - The Batch Type must agree with the File selected; i.e., Agency Entered batches must be numeric (**00-99**), **WA** or **WW**. System Generated batches must be alphabetic (**AA - ZZ**, excluding **WA** and **WW**).

**Sequence** – If fewer than 5 characters (digits and wildcards) are keyed, the coding will be right justified and left zero filled.

**TC** - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the Transaction Code Table. If a specified field is not allowed per the TC or the TC entered is not in the statewide Transaction Code Decision Table, an error message is displayed.

**GLAN** – A specific GLAN may be specified. The GLAN and TC fields may be used concurrently if the GLAN is a required field in the TC Illustration (Volume V).

Blanks are allowed on some fields and are considered valid search values. For example, **1234 AB** may be keyed in the invoice field.

After keying the selection criteria, press **F4-Srch** to initiate a search. If no transactions are found, the message '307-NO TRANSACTIONS WERE SELECTED. PRESS F2 TO RETURN TO THE SELECTION SCREEN' is issued.

The Selection screen retains the original selection values entered when returning from the History Inquiry Transaction Listing or History Detail screens (press **F2**). However, if the **F12-Main Menu** key is pressed before re-entering the Selection Screen, the prior selection criteria are erased.

### **History Inquiry Transaction Listing Screen**

This screen (shown below) is displayed when multiple transactions meet the selection criteria. If no transactions are found that meet the selection criteria, the '307' message is issued. If only one transaction is found, the History Detail screen is displayed. Each line on the History Inquiry Transaction Listing screen represents one transaction.

Transaction information is displayed on three sub-screens. Scroll right and left (from sub-screens 1 to 2 to 3 and back) to view various fields using the **F11** and **F10** keys. The Batch ID remains on each sub-screen as a reference point when using right/left scrolling. Up and down scrolling within each of the 3 sub-screens is also available using the **F7** and **F8** keys. A standard 'beginning/end of data' message is issued if an up/down scroll is attempted, but there are no more records to view. A sample of the three sub-screens is shown below.

### History Inquiry Transaction Listing – Screen 1

```

9990 History Inquiry Transaction Listing: Scrn 1                11-23-2008 07:57 A
                                                                MORE==>
Enter a 'P' in the F column to mark a transaction for print

  FISCL <===== BATCH ID =====>
  F MO YR  DATE   TP NBR   SEQ D TC  R FFY          AMOUNT  INDX  OBJ
  -----
- 05 08 11-22-08 04 835     3  232  02          410.00  0250 382 01 25401
- 05 08 11-22-08 04 835     5  232  02          506.54  0250 382 01 15625
- 05 08 11-22-08 04 836     3  232  03       19,142.20  0250 382 01 43001
- 05 08 11-22-08 04 836     4  232  03       29,402.60  0250 382 01 43001
- 05 08 11-22-08 04 836     5  232  03       15,481.00  0250 382 01 43001
- 05 08 11-22-08 04 836     6  232  03        2,337.99  0250 382 01 25401
- 05 08 11-22-08 04 836     7  232  03       15,094.07  0250 382 01 25401
- 05 08 11-22-08 04 836    10  232  03        8,184.12  0250 382 01 25401
- 05 08 11-22-08 04 837     1  232  04        4,297.16  0250 382 01 13179
- 05 08 11-22-08 04 837     2  232  04          54.00  0230 382 01 91101

Total records meeting selection criteria:  12

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```

### History Inquiry Transaction Listing – Screen 2

```

9990 History Inquiry Transaction Listing: Scrn 2                11-23-2008 08:00 A
                                                                <=MORE=>
Enter a 'P' in the F column to mark a transaction for print

  <===== BATCH ID =====>
  F  DATE   TP NBR   SEQ D REF DOC  S  CURR DOC  S  VENDOR  S  BUD SCHEDULE/
  -----
- 11-22-08 04 835     3  C0002192 00 21922560  00000000395 00  4000570
- 11-22-08 04 835     5  C0001144 01 11442550  00000000023 05  4000570
- 11-22-08 04 836     3  C0009126 00 91262500  00000000160 01  4000571
- 11-22-08 04 836     4  C0009126 00 91262500  00000000160 01  4000571
- 11-22-08 04 836     5  C0009126 00 91262500  00000000160 01  4000571
- 11-22-08 04 836     6  C0003261 00 32612580  00000000161 00  4000571
- 11-22-08 04 836     7  C0003261 00 32612580  00000000161 00  4000571
- 11-22-08 04 836    10  C0000229 00 02291200  00000000036 00  4000571
- 11-22-08 04 837     1  C0004072 00 40722500  00000000013 03  4000572
- 11-22-08 04 837     2  C0002034 00 20342300  00000000368 00  4000572

Total records meeting selection criteria:  12

Command: :
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```

### History Inquiry Transaction Listing – Screen 3

```

9990 History Inquiry Transaction Listing: Scrn 3                                11-23-2008 08:10 A
                                     <==MORE
Enter a 'P' in the F column to mark a transaction for print

<===== BATCH ID =====>
F   DATE      TP NBR    SEQ D   CHECK     PROJ    WP SOURCE AS SUBSIDRY APPN SYM FUND FD
-   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
-   11-22-08  04 835      3          012340  95                900 0001
-   11-22-08  04 835      5                900 0001
-   11-22-08  04 836      3                900 0001
-   11-22-08  04 836      4                900 0001
-   11-22-08  04 836      5                900 0001
-   11-22-08  04 836      6                900 0001
-   11-22-08  04 836      7                900 0001
-   11-22-08  04 836     10                900 0001
-   11-22-08  04 837      1                900 0439
-   11-22-08  04 837      2                900 0439

Total records meeting selection criteria: 12

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Select Quit           Dtail Print Bkwrд Frwrд Clear Left Right Main

```

Specific features of the Transaction Listing screen include:

- ❖ Selected records are sorted by Fiscal Period. Within Fiscal Period, the sort order is dependent on coding specified in the Batch ID, Schedule, Ref Doc, Curr Doc, and Proj/ WP fields of the Selection screen. As a result, history records are not always displayed in Batch ID (date) order.
- ❖ If both Agency Entered and System Generated transactions are selected for the same batch date, system generated transactions appear first.
- ❖ A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the message '306-YOU HAVE REACHED THE MAXIMUM OF 700 TRANSACTIONS IN YOUR SELECTION' appears. To view the selected records, use the **F7** and **F8** keys to scroll backward and forward. A standard '314-END OF DATA' message appears when the last record is displayed on the screen.
- ❖ If the Duplicate Record indicator is **0** (zero), it is not displayed. Values greater than zero appear in the "D" column on the Batch ID section of the screen.
- ❖ A table pop-up feature is available to browse valid codes for the Index Code, PCA, Vendor Edit, Appropriation Symbol, and Project/Work Phase fields. The pop-up feature displays the table listing with titles. When the cursor is not on one of the specific fields with a pop-up feature, pressing **F1** displays the Help feature, which provides general information about the Transaction Listing screen.

- ✧ Key a **P** in the **F**-Function column to select specific transactions for printing. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8**, **F10**, **F11** or **Enter** key is pressed, the **P** is saved by the system. If the **F9** key is pressed, all **Ps** shown on the screen are erased (even if previously saved). If the **F3** or **F12** key is pressed, all **Ps** (and all Selection criteria) are erased.
- ✧ Press the **F6**-Print key to select one of the following print options:
  - Transactions previously marked **P** in the **F**-column only
  - All transactions that meet the selection criteria regardless of whether records have been marked with a **P**.

Either print option will generate a report at the agency's printer and/or a report file that can be downloaded to an agency's PC. When the print job is submitted, an asterisk (\*) appears in the "F" column to indicate that the transactions were spooled to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.

- ✧ Pressing the **F9**-Clear key clears any **P** values or asterisks in the "F" column of the Transaction Listing screen that is displayed at the time the key is pressed; **P** values or asterisks in the "F" column of previous or subsequent Transaction Listing screens are not cleared.
- ✧ To view a transaction in greater detail, place the cursor anywhere on the transaction (or in the Function field of the desired transaction) and press **F5**-Dtail to go to the History Detail screen. The History Detail screen is discussed below.
- ✧ Press the **F2**-Select key to return to the Selection screen. The Selection screen retains the original selection values. These values may then be modified to perform another search.

### History Detail Screen

This screen (shown below) is displayed if **only one** transaction meets the selection criteria specified or if the **F5** key is pressed when the cursor is on a transaction line in the Transaction Listing screen. The screen displays all Online HY file data for the transaction.

```

9990 History Detail                                     11-23-2008 08:23 AM

Function:  _  enter P to mark this transaction for print

FISCAL PERIOD:  05 2008
BATCH DATE:  11 22 2008  TYPE:  04  NUMBER:  835 SEQ NBR:      3  DUP:  0
SCHEDULE:  4000570                                POSTING DATE:  11-22-2008

TC      : 232                MODIFIER :                FFY      : 2006
REF DOC/S: C0002192 00      VENDOR/S > 0000000395 00  RPI      :
INVOICE  : 0259242          DOC DATE : 09-22-2008      CUR DOC/S: 21922560
INDEX    > 0250            OBJ DTL/AO: 382 01          PCA      > 25401
AMOUNT   :                410.00 REVERSE :                PROJ/WP >
LC DPOSIT:                SOURCE/AS :                CHECK   :
APPN/SYM > 900            FUND SRCE : D              FUND/DTL : 0001
METHOD   : 2              BUD SEQ  :                SUBSIDRY :
GLAN     :                DUE DATE :                PCA ACTVY:
LOCATION  :                MULTI PUR :                FED CAT  :
VEND INFO> CSU SACRAMENTO FOUNDATION

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Selct Print Bkwrd Frwr Clear          Main

```

Specific features of the Detail screen include:

- ✪ A table pop-up feature similar to the pop-up feature of the Transaction Listing screen. The Detail screen has an additional pop-up feature to show Vendor Name and Address data from the Online HY file. To use the pop-up feature, place the cursor anywhere in the Vendor Info field and press the **F1**-Help key.

**NOTE:** When the cursor is not on the specific table fields or the Vendor Info field, pressing **F1** displays the Help feature, which provides general information about the Detail screen.

A sample of the Vendor Information pop-up screen is displayed below.

```

9990 History Detail                                     11-23-2008 03:30 PM

VENDOR INFORMATION SCREEN                               11-23-2008 02:41 PM

Vendor Name: CSU SACRAMENTO FOUNDATION

Address 1  : 6000 J STREET

Address 2  :

Address 3  :

City       : SACRAMENTO

State      : CA      Zip: 95819      Foreign Country:

Press PF2 to exit

```

- ✧ The Duplicate Record indicator value is displayed in the DUP field regardless of whether it is a zero or some other value.
- ✧ The GLAN data field only displays the GLAN that was keyed in the original input accounting transaction.
- ✧ Key a **P** in the Function field to print the record. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9**-Clear key is pressed, the **P** shown on the screen is erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, the **P** and all Selection criteria are erased from the screen.
- ✧ A transaction may be printed from the Detail screen, if desired. It is not necessary to return to the Transactions Listing screen to print the transaction. When the **F6**-Print key is pressed, an asterisk (\*) appears in the Function field to indicate that the transaction was sent to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.
- ✧ Pressing the **F9**-Clear key removes the **P** or asterisk (\*) displayed in the Function field. A **P** or asterisk (\*) in the Function field of other Detail screens remain unchanged.
- ✧ Use the **F7** and **F8** keys to scroll up/down within the History Detail screen. It is not necessary to return to the Transaction Listing screen to scroll between transactions. A standard 'beginning/end of data' message is issued if up/down scroll is attempted and there are no more records to view.
- ✧ Press the **F2** key to return to the Transaction Listing screen. The record previously displayed on the History Detail screen now appears at the top of the Transaction Listing screen.
- ✧ Press the **F5** key to return to the History Inquiry - Selection screen. The Selection screen retains the original selection values. These values may be modified to perform another search.

### History Inquiry Interrupt

Each time the history file search reads 50,000 transactions, the History Inquiry Interrupt feature automatically interrupts the history search. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated.



A sample of the search interrupt window is shown below.

```
HISTORY INQUIRY INTERRUPT

  50,000 transactions have been read. So far, there
are  107 transactions that meet the selection criteria.

On the Selection screen, 120 transactions were entered as
the maximum number to view. (NOTE: If a maximum number
was not entered on the Selection screen, the default
maximum of 700 transactions was used).

Please select one of the following options with an X and press ENTER:

- Display the transactions found so far that meet the
  selection criteria.
- Continue searching for transactions meeting the
  selection criteria. (Optional) Also change the
  maximum number of transactions to view to _____.
- Stop the search and return to the Selection screen.

Press PF1 for Help
```

Pressing the **PF1**-Help key while viewing the search interrupt screen will display information about the search interrupt.

The Online HY search interrupt screen shows the search status (amounts) for:

- ✧ Cumulative number of transactions that have been read,
- ✧ Number of transactions found that meet the selection criteria, and
- ✧ Maximum number of transactions currently set to be viewed.

One of the following options may be selected from the search interrupt window. The choices are:

- ✧ "Display the transactions found so far that meet the selection criteria."  
**NOTE:** This choice is displayed **only** if transactions were found before the interrupt occurred.
- ✧ "Continue searching for transactions meeting the selection criteria. (Optional) Also change the maximum number of transactions to view to \_\_\_\_."
- ✧ "Stop the search and return to the Selection screen."

If the "Display the transactions found so far that meet the selection criteria", option is chosen, the following screen (example) is displayed.

```

9990 History Inquiry Transaction Listing: Scrn 1      11-23-2008 09:44 A
MORE==>

Enter a 'P' in the F column to mark a transaction for print

  FISCL <===== BATCH ID =====>                                OBJ
F MO YR   DATE   TP NBR   SEQ D TC  R FFY                AMOUNT  INDX  DET  AO   PCA
- - - - -
- 05 04 11-22-08 04 835    3  232 02                410.00 0250 382 01 25401
- 05 04 11-22-08 04 835    5  232 02                506.54 0250 382 01 15625
- 05 04 11-22-08 04 836    3  232 03            19,142.20 0250 382 01 43001
- 05 04 11-22-08 04 836    4  232 03            29,402.60 0250 382 01 43001
- 05 04 11-22-08 04 836    5  232 03            15,481.00 0250 382 01 43001
- 05 04 11-22-08 04 836    6  232 03             2,337.99 0250 382 01 25401
- 05 04 11-22-08 04 836    7  232 03            15,094.07 0250 382 01 25401
- 05 04 11-22-08 04 836   10  232 03             8,184.12 0250 382 01 25401
- 05 04 11-22-08 04 837    1  232 04             4,297.16 0250 382 01 13179
- 05 04 11-22-08 04 837    2  232 04              54.00 0230 382 01 91101

Records meeting selection criteria so far: 107

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit  Cont  Dtail Print Bkwrdr Frwrdr Clear Left  Right Main

```

A **PF4-Cont** key is provided to 'continue' the search as well as a **PF2-Selct** key to return to the selection screen.

**NOTE:** The cumulative transactions found from the **most recent** search are always saved *until* the search criteria are changed (creates a new search) **or** the Online History Inquiry (Command **H.6**) is exited.

### Optional Report and Report File

Selected Online HY file transactions may be printed on paper and/or created as a report file at the Health and Human Services Data Center (HHSDC). Similar to the online viewing feature, there is a maximum of 700 records that may be selected for output.

Press the **F6** key from either the Transaction Listing or Detail screens to print a report and/or generate a report file. The Print and Output Options pop-up screen (shown below) is displayed and provides the following options:

- ☛ Print only those transactions that have been marked with a **P** in the Function field or print all records that have met the selection criteria regardless of whether or not transactions have been marked with a **P**.
- ☛ Direct a report to the agency's printer and/or create a report file.

```

9990 History Inquiry Transaction Listing: Scrn 1                                11-23-2008 02:17 P
                                                                 <==MORE
Enter a

      FISCL
F MO YR
- - - - -
_ 02 06 0          _ PRINT TRANSACTIONS MARKED WITH A 'P' ONLY          52010
_ 02 06 0          _                                           52010
_ 02 06 0          _ PRINT ALL TRANSACTIONS                          52020
_ 02 06 0          _                                           52020
_ 02 06 0          _                                           52030
_ 02 06 0          _                                           52050
_ 02 06 0          _                                           52040
_ 02 06 0          Output Option(s): Select 1 or both options with 'S'    52040
_ 02 06 0          _ ROUTE ONLINE HISTORY DETAIL REPORT TO ROPES        52030
_                               _ CREATE A REPORT FILE

Press Enter to submit request or Press PF2 to cancel
Press PF1 for help

Command:
Enter-PF1-                                     PF12---
Help                                          Main

```

Specific features of the Print and Output Options screen include:

- ★ Specifying 'Route Online History Detail Report' generates a report at the agency's printer. The report ID is CSD600-1. The report will print at the agency's line printer (**A1**) unless the agency requests another printer for this purpose. Reports printed at the agency's printer will be in the ROPES Queue **ROH1**.
- ★ The CSD600-1 contains two sections:
  - The first page is titled 'Online History Selection Criteria Report' and shows the requestor's CALSTARS RACF Signon USERID **and** the selection criteria entered. The page is formatted in the same layout as the Selection screen. At the bottom of the page, there is a count of the total number of records that met the selection criteria and a count of the total number of records that were printed. See Exhibit VII-3 for a sample.
  - The remaining pages that are titled 'Online History Detail Report' begin immediately after the selection page. See Exhibit VII-4 for a sample. The Vendor Information segment is printed only if information exists. A record that does not have Vendor Information will have those print lines suppressed on the printed report in order to reduce paper volume. Likewise, if the Vendor Information does not contain data in Address Line 2 or 3, these blank lines will also be suppressed so they will not show on the printed report.

- ★ Specifying 'Create a Report File' generates a report file. The report file ID is CSD600-2. The retention period for the report file is 7 days. The report file naming convention is:

*CSaaaa.CSD600F.CSbbbb.Dcyyymmdd.Thhmmss*

where:

*aaaa* = Organization code of request/user

*bbbb* = RACF logon ID of user

*yyymmdd* = 1-digit Century, Year, Month and Day file was created

*hhmmss* = Hour, Minute and Second file was created

- ★ A report file is automatically created when 'Route Online History Detail Report to ROPES' is specified. The report file ID is CSD600R. The retention period for the report file is 2 days.
- ★ The report file (CSD600-2) is similar to the format of the CSD600-1, except for the handling of the Vendor Information segment. The report file always allows lines for the Vendor Information regardless of whether or not information exists. Therefore, transactions that do not have Vendor Information will show blank lines on the report to insure that there is a consistent display format for all selected records. This will accommodate agencies that use these report data sets in Monarch.
- ★ Records on the reports are sorted in the same order as they are listed on the Transaction Listing screen.
- ★ Reports are available for printing at the agency's printer or as report files. Microfiche and laser printing at HHSDC are not available.

## EXHIBIT VII-3 SELECTION CRITERIA REPORT

```

CSD600-1 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS                                ONLINE HISTORY SELECTION CRITERIA                                REPORT                                ORG NUMBER: 9990
                                10/18/2002 (97:37) *****                                ORG PAGE:
                                                                *****                                RUN PAGE:

```

REQUESTOR: CSCSPRT

## HISTORY SELECTION CRITERIA

TRANSACTIONS: AGENCY ENTERED: Y SYSTEM GENERATED: N

FISCAL PERIOD FROM: 01 2006 TO: 03 2006

BATCH DATE FROM:	TO:	TYPE:	NUMBER:	SEQ NBR:
------------------	-----	-------	---------	----------

**SCHEDULE:**

TC	:	240	FFY	:		REF DOC/S	:	
VENDOR/S	:		CUR DOC/S	:		INDEX	:	
OBJ DTL/AO:			PCA	:		AMOUNT	:	
REVERSE	:		PROJ/WP	:		LC DPOSIT	:	
SOURCE/AS	:		CHECK	:		APPN SYM	:	
FUND/DTL	:		BUD SEQ	:		SUBSIDRY	:	
GLAN	:							

NUMBER OF RECORDS MEETING SELECTION CRITERIA : 42  
NUMBER OF RECORDS SELECTED FOR PRINT : 42

EXHIBIT VII-3 (Continued)  
SELECTION CRITERIA REPORT

CSD600-1 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
CALSTARS ONLINE HISTORY DETAIL REPORT ORG PAGE: 2  
11/01/2008 (97:37) \*\*\*\*\* RUN PAGE: 12

FM-FYR MOD-FCO OBJ DTL/AO FUND/DTL VENDOR INFORMATION	BATCH DATE FFY PCA METHOD	BATCH TYPE REF-DOC/S AMOUNT BUD SEQ	BATCH NUMBER VENDOR NBR/S NET AMOUNT SUBSIDIARY FED CAT NBR	SEQ/DUP RPI PROJ/WP GLAN	POSTING DATE INVOICE SOURCE/AS DUE DATE	CLM/LC DPOSIT DOC DATE CHECK PCA ACTVY	TC CUR DOC/S APPN SYM LOCATION	REVERSE INDEX FUND SRCE MULTI PUR
02-2008	08-31-2008	04	175	1 0	08-31-2008	1717172	240	
	2002		9999999999 99		1123456	07-11-2008	01002000	1500
257	52010	1,200.00		.00 012340 95			110	G
0001	1							
JOHN DOE 100 A STREET SACRAMENTO CA 99999								
02-2008	08-31-2008	04	175	2 0	08-31-2008	1717172	240	
	2002		9999999999 99		1123457	07-11-2008	01002000	1510
257	52010	225.00		.00 012340 95			110	G
0001	1							
JOHN DOE 100 A STREET SACRAMENTO CA 99999								
02-2006	08-31-2006	04	175	3 0	08-31-2006	1717172	240	
	2002		0000000106 00		2001-JULY-15	07-12-2006	99099000	1500
246	52020	895,005.00		.00 001005 93			900	D
0001	1							
CA WOMEN'S COMM ALC/DRG DEPEND 14622 VICTORY BLVD., #100 VAN NUYS CA 91411								
02-2006	08-31-2006	04	175	4 0	08-31-2006	1717172	240	
	2002		0000000294 00		CA58402	07-13-2006	00040000	1500
246	52020	99.99		.00 032200 98			900	D
0001	1							
MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO CA 94115								
02-2006	08-31-2006	04	175	5 0	08-31-2006	1717172	240	
	2002		0000000294 00		CA58403	07-14-2006	00040000	1520
246	52030	8.32		.00 032200 98			110	G
0001	1							
MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO CA 94115								

## Vendor Payment File

Vendor Payment information is available through the following online screens:

- ✧ Vendor Payment Inquiry
- ✧ Vendor Payment Listing Screens 1 and 2
- ✧ Vendor Payment History Detail

### Vendor Payment Inquiry Screen

The Vendor Payment Inquiry screen is available through Command **H.7**. An example of the screen is shown below.

```

9990 H.7: Vendor Payment Inquiry                                02-07-2008 01:15 PM

VENDOR/S> _____

OFFICE REVOLVING FUND: I (E=Exclude ORF, I=Include ORF, O=Only ORF)

MAXIMUM TRANSACTIONS TO VIEW: 700 (Note: cannot be more than 700)

The following fields are OPTIONAL but for faster, lower cost searches
include 1 or more highlighted fields.

BATCH DATE FROM: MM DD YYYY   TO: MM DD YYYY   TYPE:     NUMBER:  
SCHEDULE:  
TC      :                       DOCUMENT /S:     INVOICE:  
INDEX   >                       OBJ DTL/AO >     PCA    >  
AMOUNT  :                       CHECK    :  

Press F4 to begin search

Command:  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Srch                                Clear                                Main

```

The Vendor Payment Inquiry screen is used to enter search criteria for payment information related to one Vendor Number or Vendor Number/Suffix. To begin a search, key the Vendor Number or Vendor Number/Suffix in the Vendor/S field and press **F4**.

If the Vendor Number is not known, place the cursor on the Vendor/S field and press **F1** to display the Vendor/S Search pop-up screen. This screen displays a listing of vendors from the Vendor Edit Table. An example of the screen is displayed below.

Vendor/S Search			MORE=>
Vendor/S: _____ or Name: _____			
VENDOR/S	NAME	ADDRESS 1	
-----	-----	-----	
AAAAAAAAAA 00	DEPT OF AIR QUALITY	9999 TENTH ST	
AAAAAAAAAA 10	JANE DOE	ACCOUNTING OFFICER	
AAAAAAAAAA 20	JOHN DOE	DIRECTOR	
AAAAAAAAAA 90	ADMINISTRATION	DEPT OF AIR QUALITY	
A300000000 00	CITY OF JACKSON	33 BROADWAY	
A300000001 00	CITY OF FERNDALE	834 MAIN STREET	
A300000002 00	ORANGE COUNTY AIR DISTRICT	P.O. BOX 8300	
A300000003 00	CITY OF SANTA BARBARA	P.O. BOX 1990	
A300000004 00	CITY OF BURBANK	164 WEST MAGNOLIA AVE	

To select desired item, place cursor on that row and press Enter

PF2	PF7	PF8	PF10	PF11
Retrn	Bkwr	Frwr	Left	Right

To select a vendor, place the cursor on the row that includes the desired Vendor Number/Suffix. When Enter is pressed, the Vendor Number/Suffix is automatically inserted in the Vendor/S field.

To narrow the scope of a search, information may be keyed in the following fields:

**Office Revolving Fund (ORF)** - Indicates the type of vendor payment records to be included in the search as follows:

**E**-Exclude ORF transactions

**I**-Include ORF transactions

**O**-Only select ORF transactions

**Maximum Transactions To View** (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

**Batch Date** – If used, the Batch Date must be entered in the 'BATCH DATE FROM' field to search records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.

**Batch Type** – If used, the Batch Type must be 2 alphanumeric characters.

**Number** – If used, the Batch Number must be 3 alphanumeric characters.

**Schedule** – If used, the Schedule must be 7 or 8 alphanumeric characters.

**TC** - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the statewide Transaction Code Decision Table. If a specified field is NOT ALLOWED



per the TC or the TC entered is not in the statewide table, an error message is displayed.

**Document** – The Current Document Number, Current Document Number/Suffix, Reference Document, or Reference Document Number/Suffix may be entered in this field.

**Invoice** – If used, the Invoice may contain up to 14 alphanumeric characters.

**Index** – If used, the Index must be 4 alphanumeric characters.

**Object Detail/Agency Object** – If used, the Object Detail field may contain up to 3 numeric characters. If used, the Agency Object field may contain up to 2 numeric characters.

**PCA** - If used, the PCA must be 5 alphanumeric characters.

**Amount** – If used, the Amount field may contain up to 13-digit numbers.

**Check** - If used, the Check field must be a 9-digit number.

After keying the selection criteria, press **F4** to initiate a search.

### **Vendor Payment Inquiry Screen Features**

The following features are available for the Vendor Payment Inquiry Screen.

**F1-Help** – The **F1**-Help key is available for fields that display a > after the field name. When the cursor is placed in any position in one of these fields and the **F1** key is pressed, a listing of valid codes is displayed. To locate a desired code, use the **F7** and **F8** keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Vendor Payment Inquiry Screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted in the field when Enter is pressed.

**NOTE:** If the F1 key is pressed when the cursor is not on the fields specified above, the Vendor Payment Inquiry – Selection Help screen is displayed.

**Wildcard** – A wildcard feature is also available on the Vendor Payment Inquiry screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in many fields, but are not allowed in the Vendor/S, Office Revolving Fund, Maximum Transactions to View, Batch Date From, Batch Date To, TC and Amount fields.

**Example:** If the first number of an Index code begins with 1 and the remaining digits are unknown, 1\*\*\* may be entered in the index field. All records containing an Index code beginning with 1 would be retrieved.

### Vendor Payment Listing Screens

The Vendor Payment Listing Screen 1 is displayed when records are found that meet the criteria entered on the Inquiry screen. An example of the screen is displayed below.

```

9990 Vendor Payment Listing Screen 1                                01-28-2008 09:05 AM

VENDOR/S      : CA00000197 00                                     MORE=>
VENDOR NAME: DEPARTMENT OF AIR QUALITY                           PAGE: 1

DOCUMENT/S      INVOICE      DOC DATE      CHECK/
----- --      -
67908300 00 24358          04-14-2005 6790830    232      336,915.62-
ENTRIES = 1          TOTAL DOCUMENT/S 67908300 00      336,915.62-
67908490 00 24834(1 OF 2) 07-05-2005 6790849    232      78,567.38-
ENTRIES = 1          TOTAL DOCUMENT/S 67908490 00      78,567.38-
67908500 00 24834(2 OF 2) 07-05-2005 6790850    232      90,864.06-
ENTRIES = 1          TOTAL DOCUMENT/S 67908500 00      90,864.06-
67909260 00 26551          06-15-2006 6790926    232      8,759.58-
67909260 00 26711          07-06-2006 6790926    232      202,009.15-
67909260 00 26818          08-09-2006 6790926    232      54,889.46-
ENTRIES = 3          TOTAL DOCUMENT/S 67909260 00      265,658.19-

To view desired History Detail record, place cursor on the row and press F5
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  InqSc Dtail Print Bkwr  Frwr  Left  Right Main
  
```

Additional information for each record is displayed on the Vendor Payment Listing Screen 2 as displayed below.

```

9990 Vendor Payment Listing Screen 2                                01-28-2008 09:06 AM
                                                                <=MORE
VENDOR/S      : CA00000197 00                                     PAGE: 1
VENDOR NAME: DEPARTMENT OF AIR QUALITY

--- BATCH ID ---
DOCUMENT/S      DATE      TP NBR      CUR DOC/S      REF DOC/S      INDX OD      AO      PCA      FUND
----- --      -
67908300 00 05-25-2005 04 045 03111150 C/A00220 01 0150      27857 0001
TOTALS ARE ON SCREEN 1
67908490 00 08-25-2005 04 032 03111150 C/A00220 01 0150      27857 0001
TOTALS ARE ON SCREEN 1
67908500 00 08-25-2005 04 034 03111150 C/A00220 03 0150      27857 0439
TOTALS ARE ON SCREEN 1
67909260 00 11-21-2006 04 062 03111150 C/A00220 03 0150      27857 0439
67909260 00 11-21-2006 04 062 03111150 C/A00220 03 0150      27857 0439
67909260 00 11-21-2006 04 062 03111150 C/A00220 03 0150      27857 0439
TOTALS ARE ON SCREEN 1

To view desired History Detail record, place cursor on the row and press F5
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  InqSc Dtail Print Bkwr  Frwr  Left  Right Main
  
```

### Vendor Payment Listing Screen Features

The **F4** key is used to view the Inquiry Screen Search Fields popup screen. This screen displays the most recent search criteria entered on the Vendor Payment Inquiry screen. To exit the popup screen, press **F2**.

The **F10** and **F11** keys are used to toggle between Screens 1 and 2. The **F8** key is used to view additional records, and the **F7** key to go back to the previous records.

### Vendor Payment History Detail Screen

To display the history detail for a record, place the cursor on the desired row and press **F5**. The Vendor Payment History Detail screen is displayed as shown below.

```

9990 Vendor Payment History Detail                                01-28-2008 09:42 AM

                                DOC-NBR/SFX: TESTOBJ0 / 00      RECORD    1 OF 5

FISCAL PERIOD:  07 2007
BATCH DATE:  01 17 2008  TYPE:  04  NUMBER:  101 SEQ NBR:      1 DUP:  0
SCHEDULE:                                POSTING DATE:  01-17-2008

TC          : 242                MODIFIER   :                FFY          : 2006
REF DOC/S:                VENDOR/S   : BDL0000046 00  RPI          :
INVOICE   :                DOC DATE   :                CUR DOC/S: 99999
INDEX     : 0110                OBJ DTL/AO: 207          PCA          : 10201
AMOUNT    :                20.00 REVERSE   :                PROJ/WP   :
LC DPOSIT:                SOURCE/AS  :                CHECK        :
APPN/SYM  : 900                FUND SRCE : D            FUND/DTL   : 0439
METHOD    : 2                  BUD SEQ   :                SUBSIDRY   :
GLAN      :                DUE DATE   :                PCA ACTVY:
LOCATION   :                MULTI PUR  :                FED CAT    :
VEND INFO: CITY OF LONG BEACH

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrtn Quit                Print Bkwrđ Frwrđ                Main
  
```

### Vendor Payment History Reports

The **F6**-Print key is available on both the Vendor Payment Listing screen and the Vendor Payment History Detail screen.

When **F6** is pressed on the Vendor Payment Listing screen, the following screen is displayed.

```
Print/Report File Selection
Vendor Payment Inquiry

_____ _ Enter Document/S or leave blank for all queried records

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSIS07-1.VP.D2080221.T1002069
  P=Printer Output and Report File
    Printer ID : CTP2    Report Class: A    Report ID: ROH1
    Report File: CS9990.CSIS07-1.VP.D2080221.T1002069

Press Enter to submit the request, or F2 to cancel
```

To print the results of the vendor payment search, enter one of the following options in the Destination field:

- ⦿ **F** – Immediately generates an electronic report file of the Vendor Payment Search Results Report (CSIS07-1)
- ⦿ **P** – Immediately generates an electronic report file (CSIS07-1) and ROPES the Vendor Payment Search Results Report (CSIS07-1) report to an agency printer

An example of the may Vendor Payment Search Results Report (CSIS07-1) is displayed in Exhibit VII-4.

When F6 is pressed on the Vendor Payment History Detail screen, the Online History Detail Report (CSIS07-2) may be accessed through TSO or ROPES. An example of this report is displayed in Exhibit VII-5.

EXHIBIT VII-4  
VENDOR PAYMENT SEARCH RESULTS REPORT

```

CSIS07-1 *****
                                CALSTARS          DEPARTMENT OF AIR QUALITY          *****
                                VENDOR PAYMENT INQUIRY SEARCH RESULTS          REPORT          ORG NUMBER: 9990
02/26/2008 (07:40) *****          ORG PAGE: 1
VENDOR/S : CB00000026 00          RUN PAGE: 1
VENDOR NAME: COUNTY OF SAN MATEO
*****
----- TRANSACTION ID -----
DOCUMENT/S      DATE      TP NBR  SEQ  D      INVOICE      DOC DATE      CHECK/
-----      -----      -
                        INDX  OD  AO      PCA      FUND FD      PROJECT
-----      -----      -
10000000 00 12-13-2007 04 100 00001 0 TEST      12-13-2007 1000000
                        0170 206      10280 0439
10000000 00 12-13-2007 04 100 00002 0 TEST      12-13-2007 1000000
                        0170 206 01 10280 0439

DOC/S TOTAL 10000000 00
VENDOR/S TOTAL

```

# EXHIBIT VII-5 ONLINE HISTORY DETAIL REPORT

```

CSIS07-2 *****
                                CALSTARS
                                DEPARTMENT OF AIR QUALITY
                                ONLINE HISTORY DETAIL
                                REPORT
*****
02/26/2008 (07:40) *****
                                DEPARTMENT OF AIR QUALITY
                                REQUESTOR: CSCSPRT
                                ORG: 9990
                                ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 1
                                FM-FYR      BATCH DATE  BATCH TYPE  BATCH NUMBER  SEQ/DUP  POSTING DATE  CLM/LC DPOSIT  TC  REVERSE
                                MOD-FCO      FFY          REF-DOC/S  VENDOR NBR/S  RPI       INVOICE       DOC DATE      CUR DOC/S  INDEX
                                OBJ DTL/AO   PCA          AMOUNT      NET AMOUNT    PROJ/WP    SOURCE/AS     CHECK        APPN SYM   FUND SRCE
                                FUND/DTL    METHOD        BUD SEQ      SUBSIDIARY    GLAN       DUE DATE      PCA ACTVY     LOCATION  MULTI PUR
                                VENDOR INFORMATION
                                05-2007     12-13-2007  04          100          1 0       12-13-2007    1000000    231
                                2006          CB00000026 00          TEST
                                206          10280          100.00          .00
                                0439          2
                                COUNTY OF SAN MATEO
                                455 COUNTY CENTER, 4TH FLOOR
                                REDWOOD CITY    CA 94063
                                -----

```